Security Smart

BADGEHOLDER RESPONSIBILITIES

• Your security badge MUST be worn at all times while on Laboratory property, including all DOE/LANL facilities and leased facilities.
NOTE: Since the Research Park is a leased facility and immediately adjacent to LANL property, workers shall wear their badges while traveling between LANL and the Research Park and while inside the Research Park facility.

• Wear your badge, photo-side out, above the waist, on the front of the body.

• Do not leave your badge unattended when on Laboratory property, including private offices.

• Remove your badge and protect it from public view whenever you are off Laboratory-owned or leased premises, including aboard public commuter buses such as Park and Ride.

• If your badge is lost, immediately submit a Notification of Permanent Inactivation of Badge form (Form 1672) in person to the Badge Office.

• Surrender or return your badge immediately upon retirement, employment termination, leave of absence (excluding vacation), end of assignment (LANL subcontractors), badge expiration, completion of visit, return to school, direction from line management or Security, etc. Failure to do so may preclude all future badging services.
NOTE: LANL subcontract organizations are not permitted to retain badges for their employees under any circumstances.

Safety Issues
If displaying a security badge from a lanyard poses a safety risk (e.g., for construction workers, those working around moving equipment, or those who exercise at the Wellness Center or other satellite fitness locations), please consider one of the following options:
• remove the lanyard and clip the badge directly to an item of clothing, or
• purchase a badgeholder arm band available through JIT (Sandia Office Supply). The Wellness Center also provides these arm bands to its customers. These arm bands may also be useful for joggers and cyclists.

Resources
SEC-PSS6 Badge Office: 667-6901 or badge@lanl.gov
Security Help Desk: 665-2002 or security@lanl.gov

Reference
ISD 201-3, Personnel Security, Part 1

Los Alamos
NATIONAL LABORATORY
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